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This instruction implements AFD 11-4, *Aviation Service*. It establishes the responsibilities, requirements, procedures and training for the supervision of flying operations. This instruction applies to all flying units, including those operating Unmanned Air Systems (UAS), of Air Combat Command (ACC), Air Force Global Strike Command (AFGSC), Air Education Training Command (AETC), Pacific Air Forces (PACAF), Combat Air Forces (CAF) units within United States Air Forces in Europe (USAFE), and CAF units within Air Force Reserve Command (AFRC). This instruction applies to all Air National Guard (ANG) units with ACC, PACAF, and AETC oversight. With the exception of Chapter 7 and Attachment 4, Conference Hotel Procedures, this instruction does not apply to Air Force District of Washington (AFDW), Air Force Material Command (AFMC), Mobility Air Forces (MAF) units within AFRC, MAF units within USAFE, Air Force Special Operations Command (AFSOC), and the United States Air Force (USAF) Aerial Demonstration Team (Thunderbirds). These units will follow Conference Hotel Procedures when judged necessary for safety of flight. This instruction does not apply to

Air Mobility Command (AMC). Civil Air Patrol (CAP) is not required to comply with this instruction.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Recommendations for improvements to this volume will be submitted on AF Form 847, *Recommendation for Change of Publication*, through channels, to the parent MAJCOM Stan/Eval. Parent MAJCOM Stan/Eval will forward approved recommendations to lead command OPR (ACC Standardization Branch: ACCDOTVSRTB@langley.af.mil). This instruction requires units to issue supplements. The requirement is discussed throughout the instruction and in detail at Chapter 8. AF/A3/5 is the approval authority for interim changes to this instruction

(35FW) Air Force Instruction (AFI) 11-418, Operations Supervision (15 September 2011), Incorporating Change 1 (1 March 2013) is supplemented as follows. This supplement applies to all units assigned to the 35th Fighter Wing (35 FW). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This Interim Change adjusts the MINIMUM FLYING UNIT SUPERVISION REQUIREMENTS during mixed flying operations with RPA. It also updates Hotel Conference Information in Attachment 4 by incorporating two Administrative Changes on MDS F-35 and MDS T-6 (completely new Table A4.18.1 and replaced Table A4.27.) and replacing Table A4.18. F-22A. A margin bar (|) indicates newly revised material.

(35FW) This publication has been substantially revised in order to be fully incorporated into AFI 11-418. Readers should review this publication in its entirety.

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1. General.

1.1. The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF) and the squadron supervisors, i.e., Operations Supervisor (Ops Sup, also referred to as Top 3).

1.2. The chain of supervision begins with the OG/CC, through the SOF, down to the individual squadron supervisors. The requirements for each position are specified in para 3. Specific duties and responsibilities are defined throughout this instruction.

1.2.1. **(Added-35FW)** . General USAF Flying. USAF units deployed to operating with the 35 FW will fall under the supervision of the 35 OG/CC. The chain of supervision begins with the 35 OG/CC, through the SOF, down to the deployed units' squadron supervisor. While the 35 FW is conducting local flying, a 35 FW SOF will be on duty; however, SOFs from deployed units flying outside the 35 FW flying window will be trained by 35 OG/OGV and comply with restrictions specified in Paragraph 6.5.7.

1.2.1.1. **(Added-35FW)** . Deployed units' Ops Sup/Top 3 will be immediately available to assist the SOF from the duty desk during the units flying period. Deployed units will provide a phone number to the SOF for contact in case assistance is needed.

1.3. For the purpose of this instruction “experienced” is used in accordance with (IAW) the definition provided in the Mission Design Series (MDS) specific AFI 11-2MDS Volume 1.

1.3.1. For the purposes of this instruction only, aircrews are also considered “experienced” when previously rated “experienced” in another MDS or previously rated “experienced” in a different crew position in the same MDS. These individuals must then be selected by the Squadron CC and approved by the OG/CC for operations supervision responsibilities.

1.3.2. Where no definition is provided, “experienced” will be determined by the unit squadron commander and approved by OG/CC.

2. Functions:

2.1. **SOF.** When on duty, the SOF is a group-level position and is the direct representative of the OG/CC. The SOF is the focal point for command and control of flight operations. OG/CC decision authority is delegated to this position to accomplish the mission.

2.1.1. SOF is not required for rescue/weather/electronic attack/airlift/air refueling/special operations/deployed U-2 Ops. (For C2ISR, the OG/CC will determine if a SOF program is required. If a program is established this Instruction applies. At a minimum, C2ISR units will establish an Ops Sup/Top 3 program.)

2.2. **Ops Sup/Top 3.** The squadron Ops Sup/Top 3 will only be filled by the following individuals: the squadron commander, the squadron operations officer, assistant operations officer(s), flight commanders, or other individuals deemed qualified by the squadron commander and approved by the OG/CC. **ANG/AFRC:** OG/CC or Air Operations Officer (AOO) will determine requirements for Ops Sup and will determine the appropriate personnel to fill the Ops Sup position. ANG/AFRC may combine SOF and Ops Sup duties.

2.2.1. Squadron commander and operations officer decision authority may be delegated to this position to make operations-related decisions and recommendations.

2.2.2. **(Added-35FW)** . Conduct and document Ops Sup/Top 3 training IAW Attachment 5 (35 FW Ops Sup/Top 3 Upgrade Program). Once training is complete include the completed worksheet in the upgradee’s gradebook and annotate on the Letter of Xs. There is no currency, crew rest, or duty day length associated with Ops Sup/Top 3.

3. Operations. This section identifies the minimum flying unit supervisory requirements depending on types of operations involved. (Additional requirements can be defined in the unit supplement).

3.1. **Types of Operations.** The definitions for types of operations that are used in [Table 1](#) are:

3.1.1. **Daily Flying Operations.** Normal or surge operations at the unit's home station (this does not include other types of operations defined below).

3.1.2. **On-Going Off Station Sorties.** Missions/sorties that do not takeoff or land at home station.

3.1.3. **Deployed Operations.** Flight operations away from home station that are part of a deployment, exercise or contingency.

3.1.4. **Scrambles.** Aircraft launched on a scramble order from an alert posture.

3.2. **Minimum Supervision Requirements.** These are outlined in **Table 1** for each type of operation.

Table 1. Minimum Flying Unit Supervision Requirements.

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Operations:	Duty Location ¹	Squadron ¹ (Active Duty/AFRC)
		Available ³ (ANG)
On-Going Off-Station Sorties	N/R	Available ³
Deployed Operations ²	As Required	As Required
Scrambles	N/R	N/R (Active Duty/AFRC)
		Available ³ (ANG)

Notes:

1. The SOF and Ops Sup may leave the unit operations complex (as defined by the unit supplement to this instruction) after aircraft depart the local area, workload permitting and will be immediately available by telephone, pager, radio or intercom. The SOF and Ops Sup will be at their duty locations 45 minutes prior to the estimated time of arrival of unit aircraft. For reduced flying operations the OG/CC may determine if a SOF is required. Reduced flying operations are defined as 4 or less fighter aircraft or 2 or less of the same type of non-fighter aircraft or, while adhering to these limitations for fighter and non-fighter aircraft, 6 total aircraft if 2 or more are RPA.
2. For deployed operations, the detachment commander will coordinate with host base Operations Group for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup program.
3. Must be immediately available by telephone, pager, radio, or intercom. (**USAFE:** Ops Sup for on-going off station sorties can be filled by an experienced aircrew member (SDO) as defined in the unit supplement.)

Table 1. (35FW) Minimum Flying Unit Supervision Requirements

Type of Operation	SOF Location	Ops Sup Location
Daily Flying Ops	Duty Location ¹	Squadron ²
Reduced Local Flying Ops; ≤ 4 A/C	N/R	Squadron ²
On-Going Off-Station Sorties	N/R	Available ⁶
Deployment/Re-Deployment; ≤ 4 A/C	N/R	Squadron ^{2,5}
Deployment/Re-Deployment; ≥ 5 A/C	Duty Location ^{1,5}	Squadron ^{2,4}
Deployed Operations	If Required, Duty Location ¹	Deployed Ops Facility ³
Cross Country Dept/Return	N/R	Squadron ^{2,4}
Functional Check Flight (FCF)	Duty Location ¹	Squadron ²

Notes:

1. Duty location as directed by paragraph 6.3. (Primary: Tower, Alternate: SOF truck). Maintain contact with command post via FM radio when no aircraft are flying and not in the duty location.
2. The Ops Sup/Top 3 will be in the squadron and can be immediately summoned by telephone, radio or intercom.
3. For deployed operations, the detachment commander (DETCO) will coordinate with the host base OG for supervision requirements. This may involve integrating into the host base SOF and/or Ops Sup/Top 3 program.
4. The Ops Sup/Top 3 will be in the squadron and directly accessible to a UHF or VHF radio until 45 minutes after departure and 45 minutes prior to arrival.
5. The SOF will be in the duty location until 45 minutes after departure and 45 minutes prior to arrival at Misawa. For outbound AOS movements, SOFs will provide a working phone number to the command post and be able to return to the SOF duty location within 30 minutes until such time as the departure base is no longer the primary Missed Refueling Base + 1 hour. If ≤ 4 A/C and no SOF is required, this note applies to the Ops Sup/Top 3.
6. The designated supervisor can be immediately reached by telephone, pager, or radio.

4. Responsibilities: Note: For the purposes of this instruction, the terms “operations group commander” (OG/CC), “squadron commander” (SQ/CC), and “director of operations” (SQ/DO) also refer to their designated representatives.

4.1. **OG/CC (ANG/AFRC: OG/CC or AOO) will:**

4.1.1. Be responsible for the implementation, direction and execution of the Operations Supervision program.

4.1.2. Be immediately available to the SOF or Ops Sup/Top 3 (if no SOF is either available or required based on the type of operation) for consultation during daily flying operations.

4.1.3. Ensure tenant flying units use host/tenant memorandum of agreement (MOA)/letter of agreement (LOA) to avoid duplication of effort.

4.1.4. Be the final approval authority for unit supplement to this instruction.

4.2. SQ/CC (or equivalent) and/or SQ/DO will:

4.2.1. Ensure a SOF/Ops Sup is on duty when required by [Table 1](#)

4.2.2. Be available to the Ops Sup/Top 3 for consultation during flying operations.

4.3. SOF will:

4.3.1. Be on duty when required by [Table 1](#) or as directed by the OG/CC.

4.3.1.1. **(Added-35FW)** . The opening SOF will accomplish all steps of the SOF Opening Checklist, determine the field status, and be in the duty location no later than one hour and 30 minutes prior to the first scheduled takeoff time. During winter months (November through March) SOFs will be in place NLT two hours prior to first scheduled takeoff to allow time to coordinate snow removal. The SOF is the lead POC for snow removal and should consider operations from the SOF truck to direct snow removal priorities. The SOF will remain in the duty location until all wing aircraft have shutdown.

4.3.2. Be responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and will provide guidance, advice, assistance and recommendations to aircrews, unit supervisors (i.e. Ops Sup/Top 3), C2 personnel, and/or other supporting agencies (as required) regarding the safe and efficient conduct of flight operations.

4.3.2.1. Ensure that in-flight emergency (IFE) recovery plans and weather related mission changes reflect sound airmanship, follow AFI and technical order (TO) guidance, and adhere to sound ORM principles (i.e. does it make sense?).

4.3.3. Direct appropriate actions, on behalf of the OG/CC, to correct/prevent unsafe situations. This includes the use of any and all resources to include radios, FM nets, telephone hot lines and all wing-flying operations on the ground or in the air.

4.3.4. Prior to the first launch, ensure the airfield/heliport status is suitable for safe operations IAW Air Force, major command (MAJCOM) and local directives.

4.3.5. During an emergency or an abnormal situation, provide aircrews with guidance, timely advice and assistance to determine a correct course of action.

4.3.6. Be in a position to visually monitor the final approach and landing of IFE aircraft. If unable, the SOF will direct another highly qualified aircrew member to be in position to monitor the landing and provide needed assistance or guidance. (*ANG/AFRC*: Not required.)

4.3.7. Monitor the status of primary and emergency airfields/heliport and inform aircrews of changes that may affect flight operations.

4.3.8. When deteriorating weather conditions affect flying operations, coordinate with wing agencies and utilize all available resources (i.e., weather, radar, tower personnel, pilot reports, etc.) to determine the best course of action for wing aircraft. The SOF will determine suitable weather alternates and inform the OG/CC accordingly.

4.3.8.1. **(Added-35FW)** . Adverse Weather Procedures. The SOF will advise the 35 OG/CC whenever changes to the prevailing or forecast weather (including TEMPO conditions) force a change to the field status.

4.3.8.2. **(Added-35FW)** . The SOF should request an official weather observation through JASDF ATC personnel whenever rapid weather changes occur which could affect flying operations. SOFs will also solicit PIREPs from airborne platforms (i.e. USAF, JASDF, JMSDF, USN, JAL) and SABRE to the maximum extent possible during local flying periods.

4.3.8.3. **(Added-35FW)** . Hachinohe Air Base is the 35 FW primary divert base. Other suitable divers include Yokota, Chitose, and Matsushima. When determining which divert airfield to use consider several factors. US controlled divert airfields are more desirable due to the security and transient alert facilities. Use Japanese civilian airfields only as a last resort during emergencies. If used, aggressive coordination is essential, since these airfields lack accurate field reporting status, arresting gear, security, and proper servicing capability. The SOF will take all necessary steps to ensure all airborne flights receive updated information. If aircraft divert to Chitose, coordinate for their return to Misawa or Yokota to minimize the possibility of remaining overnight at Chitose.

4.3.9. Coordinate with the air traffic control (ATC) watch supervisor or senior controller for runway changes as needed.

4.3.10. Prepare a daily log to aid in tracking operations and major events. For units that do not use a SOF, this log will be filled out by the Ops Sup/Top 3 IAW paragraph 4.4.8. Log format and content will be defined by unit supplement.

4.3.10.1. **(Added-35FW)** . Each SOF will complete the Supervisor of Flying report (Attachment 7). The closing SOF will complete and send the report IAW the closing SOF checklist.

4.3.10.2. **(Added-35FW)** . SOFs will contact the Communications Squadron Help Desk (226-2666) and coordinate for an emergency work order for any radio or telephone problems during 35 FW local flying. Annotate actions taken on the SOF report for follow on action by OG/OGV.

4.3.11. The SOF will debrief the OG/CC of any aircraft involved in an unusual situation, IFE, weather divert or other mission change requiring SOF action or intervention. Ensure that the applicable Ops Sup/Top 3 has the necessary information to inform squadron leadership.

4.3.11.1. **(Added-35FW)** . Procedures for contacting the OG/CC from the tower SOF position are in the following order: phone (hot line or 226-3503), radio (brick),

cell phone, or through Command Post (226-9899). Contact Top 3s by phone (hot line or 226-1313 (13 FS) / 226-1499 (14 FS)) or radio (squadron common UHF/VHF).

4.3.12. **(Added-35FW)** . During exercises, SOFs will remove IPE gear when established in the duty location.

4.4. Ops Sup/Top 3 will:

4.4.1. Be on duty when required by **Table 1** or as directed by the SQ/CC or SQ/DO.

4.4.2. Be immediately available to assist the SOF and aircrew.

4.4.3. When the SOF is not qualified in the distressed aircraft or the unit does not require a SOF, be the primary source of technical assistance.

4.4.4. For situations where both the SOF and Ops Sup/Top 3 are not qualified to provide technical assistance to the type of aircraft airborne, schedule an instructor or experienced crewmember to be immediately available for aircraft technical assistance.

4.4.5. Be responsible for the execution of the daily flying schedule and coordinate any mission changes as required (e.g. aircraft tail number changes, crew swaps, flight-plan and airspace changes). **Note:** Mission commanders/flight leads are required to coordinate with the Ops Sup/Top 3 prior to the flight brief when intended sortie type, profile, airspace, and/or aircraft configuration do not match the approved schedule.

4.4.5.1. Ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.

4.4.5.2. Ensure electronic scheduling and tracking systems are updated to include changes to and deviations from the daily flying schedule.

4.4.5.3. Be the primary liaison between Ops and Maintenance during the execution of the flying schedule.

4.4.6. Be assisted by SARM personnel or a Duty Desk Officer (DDO) as required.

4.4.7. Ensure crews are briefed on the following:

4.4.7.1. Aircraft/heliport and airfield status and configuration

4.4.7.2. Scheduled and available airspace

4.4.7.3. Applicable weather for locations that aircrew are flying

4.4.7.4. Significant local hazards

4.4.7.5. Additional items as defined in the unit supplement to this instruction

4.4.8. Prepare, at squadron commander's discretion, a daily log to aid in tracking operations and major events. Log format and content will be defined by the unit supplement.

4.4.8.1. **(Added-35FW)** . Complete and email the daily operations report to the 35 OG/CC, 35 OG/CD, OG/CCE, and others as desired when daily flying is complete. The format for this report is in Attachment 6.

4.4.9. Debrief the SQ/CC and/or DO of any aircraft involved in an unusual situation, IFE, weather divert or other significant mission change.

4.4.9.1. **(Added-35FW)** . Ops desk personnel will contact the Communications Squadron Help Desk (226-2666) and coordinate for an emergency work order for any radio or telephone problems during 35 FW local flying.

4.4.10. **(Added-35FW)** . Only Ops Sup/Top 3 qualified personnel may sign the daily flying schedule.

4.5. Other Key Wing Personnel:

4.5.1. Wing (or equivalent) commanders ensure other group commanders support the OG/CC when and where needed in order to execute an effective program.

4.5.2. Mission Support group commanders are responsible for the maintenance, upgrade and repair of the applicable SOF facilities and equipment.

4.5.3. Mission Support group/Logistic Readiness group commanders are responsible for maintenance, upgrade and repair of the SOF vehicle.

5. Handling of In-Flight Emergencies:

5.1. The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. When establishing procedures, units will consider:

5.1.1. Providing a single, discrete frequency for recovering an emergency aircraft. ATC and the emergency aircrew should determine when to use a single frequency approach (SFA). The SOF will have access to the SFA. The SFA should be available to crash/fire/rescue personnel to monitor the recovery.

5.1.2. Using the command post, or other capable agency, to notify all appropriate agencies and key personnel of an IFE and provide situation updates.

5.1.3. Prioritizing actions during concurrent emergencies/abnormal situations.

5.1.4. Authorizing direct communications (over discrete SOF or squadron common frequency) from the Ops Sup/Top 3 to an IFE aircrew. NOTE: Only ATC personnel may authorize direct communication over ATC frequencies, including the SFA frequency. However, this does not preclude the SOF and/or Ops Sup/Top 3 from using whatever communication necessary, to include GUARD and SFA, to prevent an unsafe situation that could immediately jeopardize safe recovery.

5.1.5. That only the ground on-scene commander, normally the fire chief, can terminate an emergency.

5.1.6. That the final decision during any IFE/abnormal situation rests with the aircraft commander. However, SOFs may declare an IFE for any aircraft based on their knowledge of the aircraft and the flight and airfield environment.

5.1.7. Obtaining a chase ship for single ship emergency aircraft if time permits.

5.1.8. If the SOF is not qualified in or technically knowledgeable of the aircraft with an IFE, then directing the Ops Sup/Top 3 or other highly experienced individual to report to the SOF's duty location during an abnormal situation/recovery if time permits.

6. SOF Guidance. Unless noted otherwise, this guidance applies to the Ops Sup/Top 3 when a SOF is either unavailable or not used.

6.1. SOF/ATC Relationship:

6.1.1. The separation and sequencing of traffic are the responsibilities of ATC. Unless safety is an issue, the SOF will work directly with the watch supervisor. To promote effective and efficient flight operations, the SOF may suggest, based on knowledge of the flying schedule and unique circumstances of individual missions, actions that affect ATC concerns or desires.

6.1.2. Except in an emergency, the SOF will not transmit over ATC frequencies without prior coordination with ATC (this does not apply to dedicated SOF frequencies). All radio transmissions to a distressed aircrew, from other than the SOF or ATC, will be coordinated through the SOF (this does not apply to the Ops Sup/Top3 if communicating to the aircrew via a squadron common frequency).

6.2. Duty Hours:

6.2.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-202 Volume 3, *General Flight Rules*, as supplemented.

6.2.2. Maximum duty day for SOF is 16 hours with a limit of 12 hours performing SOF duties. The OG/CC is waiver authority and may extend a SOF duty day up to 16 hours on a case-by-case basis. (AFGSC Missile Wings: For alert and scramble operations, the SOF maximum duty day is 24 hrs as long as alert/sleeping facilities are readily available).

6.2.2.1. **(Added-35FW)** . The maximum SOF duty day is 12 hours. SOF duty shifts should not exceed 8 hours. The Squadron Ops Sup will coordinate with the OG/CC for SOF tours scheduled to last greater than 8 hours. During breaks in the flying schedule, SOFs may leave the tower and return before the next taxi time. SOFs will be accessible by FM radio when not in the tower.

6.2.3. The SOF will be at the prescribed duty location IAW Table 1 NLT 30 minutes prior to first takeoff in order to complete required duties in paragraph 4.3

6.3. Duty Location:

6.3.1. **Primary Duty Location.** The primary duty location for active duty units will be in the control tower. (AFGSC Missile Wings: the primary duty location will be designated by the OG/CC).

6.3.2. **Alternate Duty Location.** The OG/CC will designate alternate duty locations in the unit supplement to this instruction. As a minimum, the location must have adequate communication equipment and the capability to monitor weather conditions. It is desirable to have a SOF duty position from which ground operations, takeoffs, landings and local traffic patterns can be observed. The following is a list of recommended alternate locations:

6.3.2.1. The SOF vehicle on the airfield.

6.3.2.1. **(35FW) 1 (Added).** Alternate SOF duty location is the SOF truck. SOFs will park the truck as required to monitor takeoffs and landings. The alternate SOF truck is the OG/CC truck. The OG/CC truck keys are in the OG/CC office on the west wall next to the door.

6.3.2.2. The runway monitoring unit (RMU)/runway supervisory unit (RSU).

6.3.2.3. The unit dispatch desk.

6.3.2.4. The command post.

6.3.3. At both the primary and alternate duty locations the SOF will have timely access to a SOF vehicle and the airfield environment when required. **AFRC:** units are not required to have a dedicated vehicle for the SOF, but must be provided access to a vehicle to perform required duties in a timely manner.

6.4. Equipment:

6.4.1. The following communication equipment must be functional and immediately available to the SOF:

6.4.1.1. A dedicated multi-frequency radio (UHF, VHF and/or HF, as appropriate based on supported aircraft capabilities).

6.4.1.2. A telephone (land-line or cellular telephone) or FM radio to contact the OG/CC (or designated representative), command post, Ops Sups, weather facility and ATC watch supervisors. Dedicated phone lines (hot-lines) are preferred.

6.4.1.2.1. **(Added-35FW)** . The SOF FM radio brick and spare battery will be kept in building 998 (Weather Flight) when not in use. Do not store the keys on the brick antenna. The closing SOF is responsible for returning the brick and spare battery to building 998.

6.4.2. Access to approved weather resources will be available (net-centric data dissemination system, etc).

6.4.3. Units are required to have a dedicated SOF vehicle immediately available to the SOF and positioned to respond to emergencies, perform airfield inspections, or other official functions. This vehicle must have a flight line clearance and be equipped with a multi-channel radio capable of contacting unit aircraft and ATC. Waiver authority for this requirement is the Wing Commander or equivalent.

6.4.3.1. **(Added-35FW)** . The 35 OSS VCNCO (226-4677) is responsible for coordinating maintenance for the SOF truck. The 35 OSS VCNCO will coordinate for an alternate SOF truck if the primary SOF truck is undergoing maintenance.

6.4.4. Locally developed checklists will be available to outline procedures for normal and emergency situations that included, as a minimum, the items listed in [Attachment 2](#).

6.4.4.1. **(Added-35FW)** . The SOF will use the checklists in Attachment 8 for normal and abnormal operations to the maximum extent possible. Use sound judgement when deviating from the checklists or when no checklist procedure exists and notify 35 OG/CC. Inform 35 OG/OGV of checklist deficiencies.

6.4.5. Dedicated binoculars will be immediately available for SOF use when either in the primary or alternate duty location for a clear view of the runway.

6.4.6. A SOF library will be available (either hard copy or electronic as outlined in the unit supplement to this instruction) that includes applicable directives and instructions (to include AF, HHQ, and local guidance), aircraft TOs, checklists, in-flight guides, and SOF read/information file.

6.4.6.1. **(Added-35FW)** . The majority of publications needed are available on the 35 OG/OGV sharepoint site (<https://misawa.eim.pacaf.af.mil/sites/OGV/default.aspx>). However, 35 OG/OGV will maintain the following publications in the control tower at the SOF position:

6.4.6.1.1. **(Added-35FW)** . 35 FW SOF Checklist

6.4.6.1.2. **(Added-35FW)** . SOF Volume I

6.4.6.1.2.1. **(Added-35FW)** . SOF Readfile Index and Files

6.4.6.1.2.2. **(Added-35FW)** . AFI 11-202V3, General Flight Rules and PACAF Sup

6.4.6.1.2.3. **(Added-35FW)** . AFI 11-2F-16V3, F-16 Operations Procedures and local Chapter 8

6.4.6.1.2.4. **(Added-35FW)** . AFI 11-418, Operations Supervision and 35 FW Sup

6.4.6.1.3. **(Added-35FW)** . SOF Volume II

6.4.6.1.3.1. **(Added-35FW)** . T.O. 1F-16CM-1

6.4.6.1.4. **(Added-35FW)** . T.O. 1F-16CM-1-CL-1

6.4.6.1.5. **(Added-35FW)** . T.O. 1F-16CM-34-1-1CL-1

6.4.6.1.6. **(Added-35FW)** . 35 FW Pilot's Guide

6.4.6.1.7. **(Added-35FW)** . FLIP: Flight Information Handbook, Pacific Enroute Supplement, ECN if applicable, Pacific Terminal Procedures Approach Book (High/Low Vol-2), TCN if applicable, Pacific Enroute Charts 3/4

6.4.7. If the SOF must reposition to an alternate location, the minimum essential equipment outlined in this section will be available at this new location (pre-positioned or transported).

6.4.7.1. **(Added-35FW)** . 35 OG/OGV will maintain a dedicated 35 FW SOF Checklist, T.O. 1F-16CM-1-CL-1, T.O. 1F-16CM-34-1-1CL-1, and 35 FW Pilot's Guide in the SOF truck. SOFs will notify 35 OG/OGV and annotate any discrepancies in the publications at the SOF position or in the SOF truck on the SOF Daily Report (Attachment 7).

6.4.7.1.1. **(Added-35FW)** . SOFs will use the gray bugout bag to carry necessary equipment to the alternate location IAW the bugout checklist.

6.4.8. **(Added-35FW)** . Deployed SOF Locations: 35 OG/OGV Sharepoint site (<https://misawa.eim.pacaf.af.mil/sites/OGV/default.aspx>) can be used for electronic copies if NIPR computers are available else SQ Stan/Evals (SQ/CCV) will provide and maintain deployment kits with a minimum of:

6.4.8.1. **(Added-35FW)** . T.O. 1-F16CM-1

6.4.8.2. **(Added-35FW)** . T.O. 1F-16CM-1-CL-1

6.4.8.3. **(Added-35FW)** . T.O. 1F-16CM-34-1-1CL-1

6.4.8.4. **(Added-35FW)** . 35 FW Pilot's Guide

6.4.8.5. **(Added-35FW)** . AFI 11-202V3, General Flight Rules and PACAF Sup

6.4.8.6. **(Added-35FW)** . AFI 11-2F-16V3, F-16 Operations Procedures and local Chapter 8

6.4.8.7. **(Added-35FW)** . AFI 11-418, Operations Supervision and 35 FW Sup

6.5. Certification:

6.5.1. SOF nominees will be experienced (IAW paragraph 1.3.), rated officers with proven maturity, judgment and supervisory ability and must be combat mission ready (CMR) or basic mission capable (BMC) in a unit aircraft

6.5.1.1. Non-CMR (N-CMR)/non-BMC (N-BMC) aircrew members may perform SOF duties at the discretion of the OG/CC on the condition that the status must be temporary in nature and all SOF currencies must be maintained IAW paragraph 6.7.

6.5.2. To gain initial certification, all SOFs will complete the SOF upgrade program IAW paragraph 6.6.

6.5.3. SOFs that are currently under a Duties Not Involving Flying (DNIF) status may perform SOF duties when specifically cleared by a flight surgeon on an AF Form 1042.

6.5.4. Loss of SOF certification will occur for any of the following reasons:

6.5.4.1. PCS or 179/365 day TDYs (unless the individual is performing SOF duties and able to retain currency while TDY).

6.5.4.2. Direct action by the OG/CC through a written statement in the individuals training folder and removal from the unit "Letter of Xs" or equivalent document. Any supervisor may recommend action to the OG/CC for the removal of an individual's SOF certification.

6.5.5. The source documents for certifying SOF certifications are the OG/CC-signed approval document in the individual's training folder and the unit "Letter of Xs" or equivalent document.

6.5.6. Units will define who is certified to upgrade other aircrew members to SOF in the unit supplement to this instruction.

6.5.7. **(Added-35FW)** . Deployed units flying outside the 35 FW flying window and desiring to use a SOF will receive training from 35 OG/OGV. Training will include tower SOF position familiarization, local checklist procedures and an airfield tour highlighting the location of airfield operations, weather, barriers, arming areas, taxiways, and parking areas. Deployed SOFs will not drive unescorted on Misawa airfield unless they have a local Misawa flightline drivers license and are on the 35 SFS entry authorization list (EAL) for the appropriate flightline areas. Deployed unit SOFs will be briefed by the 35 OG/CC or CD prior to assuming duties.

6.6. Certification Program:

6.6.1. Documentation of the unit upgrade program will be described in the unit supplement to this instruction, but will, at a minimum, include a signed document by the

OG/CC kept in the individuals training folder that approves him/her for SOF duties. Additionally, upon completion of the upgrade flow, the unit "Letter of Xs" or equivalent document will be updated to reflect the SOF certification.

6.6.1.1. **(Added-35FW)** . SOF candidates nominated by the squadron commander will receive OG/CC approval for entry into the upgrade program. Fighter squadrons will schedule all necessary training and when complete, will schedule the 35 OG/CC interview. Squadron training will use the *35 FW SOF Upgrade* program tracker (Attachment 8) to document training, progress and approval. During upgrade and after completion, maintain the upgrade program tracker in each individual's grade book. Once the OG/CC has signed approval for SOF duties, squadron training will update the "Letter of Xs."

6.6.1.2. **(Added-35FW)** . A SOF is considered experienced three months after certification at Misawa. Unit training personnel will annotate experienced SOFs using an 'E' in the SOF column on the "Letter of Xs." Only experienced SOFs can supervise upgrading SOF tours.

6.6.2. Squadron commanders will screen and review (IAW para. 6.5.) all SOF candidates before nominating them for entry into the upgrade program.

6.6.3. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations. OG/CCs will emphasize the SOFs position as a group level supervisor and that decision authority is delegated to the SOF position to ensure the safe accomplishment of the mission.

6.6.4. The SOF upgrade will consist of two supervised tours of two hours each (minimum of 4 hours of training time) with a current and experienced SOF, as defined in the unit supplement. The tours will be conducted on two different days in order to maximize the chances of the upgradee to observe differing wind and weather conditions. Upgradees will act as primary SOF on their second upgrade tour. The upgrade tours must include the following:

6.6.4.1. Familiarization with airfield/heliport procedures, primary and alternate duty locations, and local support agencies with emphasis on both unit and aircraft-specific operating procedures (AF, HHQ, and local), specifically capabilities and limitations.

6.6.4.2. Operation of all SOF equipment and radios.

6.6.4.3. Contact procedures for aircraft and support agencies.

6.6.4.4. A review of publications and directives available to the SOF.

6.6.4.5. Operation of SOF vehicle (requires a flight line permit/license).

6.6.4.6. Successful handling of an IFE/PL (actual or simulated).

6.6.4.7. Procuring/observing weather (to include forecaster duties and priorities) information.

6.6.4.8. Approach/Departure control information.

6.6.4.9. Tower operations.

6.6.4.10. **(Added-35FW)** . During an upgrading SOF's supervised tours, the supervising SOF will ensure all training items are accomplished IAW Attachment 8, review all checklists, and review the training scenarios included in the SOF checklist with the upgradee.

6.6.4.11. **(Added-35FW)** . While in the tower, the upgradee will review and discuss all above items. During the second tour the upgradee will act as SOF with the actual SOF supervising. The upgradee must see both an opening and closing SOF tour prior to program completion. If the upgradee is a previously qualified SOF then only one upgrade SOF tour is required IAW 6.6.7. (preferably an opening SOF tour).

6.6.5. Additionally, prior to being certified as a SOF, upgrades will accomplish the following additional training/familiarization items:

6.6.5.1. Crash/fire/rescue operations.

6.6.5.2. Explosive ordnance disposal operations.

6.6.5.3. Airfield Management operations.

6.6.5.4. Command post operations.

6.6.5.5. Airfield Drivers License. **ANG/AFRC:** N/A if a SOF vehicle is either not provided or there is not a need to drive on the actual airfield environment.

6.6.5.6. Performance aspects and general characteristics of all base assigned aircraft.

6.6.5.7. Accomplish a written examination containing a minimum of 25 questions on SOF duties, procedures and responsibilities. Minimum passing grade is 85 percent with all missed questions reviewed immediately following grading of the exam.

6.6.6. The OG/CC will review upgradee training records and approve each upgradee in writing prior to the individual performing SOF duties.

6.6.7. For previously certified SOFs, the OG/CC may waive the upgrade requirements of these paragraphs, but at a minimum, the upgradee will perform at least one supervised SOF tour with an experienced SOF with emphasis on local procedures. **EXCEPTION:** SOFs who have lost certification due to N-CMR/N-BMC status IAW para. 6.5.1.2, but still have currency IAW para. 6.7. In this case, the SQ/CC must ensure that the unit "Letter of Xs" or equivalent document is updated appropriately before the individual performs SOF duties.

6.7. Currency/Recurrency.

6.7.1. SOF currency is 90 days. **ANG/AFRC:** 180 days (**AETC ANG/Reserve Associate Instructor Pilots:** 90 days).

6.7.2. Individual squadrons will track SOF currencies (Aviation Resource Management System [ARMS] preferred).

6.7.2.1. **(Added-35FW)** . SOF's will log their tour on a TAR in PEX after every SOF tour.

6.7.3. To regain currency, as a minimum, accomplish a 1-hour supervised tour with a current and certified SOF.

6.8. Continuation Training (CT):

6.8.1. At a minimum SOF CT will involve semi-annual SOF meetings attended by all certified SOFs (highly encouraged for Ops Sups/Top 3s). OG/CCs will be involved in developing meeting agendas. If unable to attend, SOFs will review meeting minutes that will be posted to the SOF readfile prior to their next SOF duty.

6.8.1.1. **(Added-35FW)** . 35 OG/OGV will convene SOF meetings and the OG/CC will brief SOFs on responsibilities, expectations and commander perspective. The content and timing of SOF meetings will be at the discretion of the 35 OG/CC, but will be held as a minimum semi-annually and include seasonal information highlighting contingencies in the event of severe weather or bird migratory patterns.

6.8.2. Annually, all SOFs are required to review applicable SOF guidance and directives as published in this instruction, unit supplement, and the SOF readfile. Additionally all SOFs will receive a briefing from the OG/CC on responsibilities, expectations and commander perspective (this briefing may be held as part of a semi-annual meeting). If unable to attend the OG/CC briefing, SOFs will review briefing minutes that will be posted to the SOF readfile prior to their next SOF duty.

6.9. Program Administration:

6.9.1. The OG/CC will designate an Office of Primary Responsibility (OPR) for the administration of the program.

6.9.1.1. **(Added-35FW)** . 35 OG/OGV is responsible for administering the Operations Supervision program.

6.9.1.2. **(Added-35FW)** . 35 OG/OGV will develop and maintain SOF Read Files as the primary means of distributing need to know information and SOF meeting notes in a timely manner to SOFs. The SOF Read Files will be posted in PEX and maintained in the SOF Vol I binder. SOFs are required to review the SOF Read File and the FCIF library at the beginning of each SOF tour. SOFs will document review of SOF Read Files and FCIFs in PEX and on the SOF Daily Report.

6.9.1.3. **(Added-35FW)** . 35 OG/OGV will publish the SOF checklist. A hard copy will be maintained in the control tower and SOF truck. A soft copy will be maintained on the 35 OG/OGV Sharepoint site (<https://misawa.eim.pacaf.af.mil/sites/OGV/default.aspx>). It will be reviewed annually by OGV for accuracy and completeness.

6.9.2. The OPR will:

6.9.2.1. Develop and administer the SOF initial training program.

6.9.2.2. Develop and administer the SOF certification test. This is a controlled test of at least 25 questions that will be updated and reviewed annually.

6.9.2.3. If not retained by the squadron in individual training folders, the OPR will retain all original initial certification and continuation training records until the individual PCSs to their next assignment.

6.9.2.4. Establish standardized procedures throughout the unit for monitoring SOF currencies and continuation training requirements (ARMS preferred).

6.9.2.5. Schedule and give semi-annual SOF meetings.

6.9.2.6. Post SOF meeting minutes in the SOF readfile within one week of the meeting.

6.9.2.7. Develop normal and emergency SOF checklists and review/update annually (reference [Attachment 2](#)).

6.9.2.8. Update the SOF library publications as required (reference para. 6.4.6.).

6.9.2.9. Develop the unit supplement to this instruction.

6.9.2.10. Work with all necessary base agencies to ensure SOF equipment is maintained in operating condition and is adequate for mission accomplishment.

7. CONFERENCE HOTEL Procedures. These procedures make aircraft specialists accessible to the SOF or Ops Sup and aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See [Attachment 4](#) for MDS-specific procedures.

7.1. Lead MAJCOMs are responsible for keeping CONFERENCE HOTEL information updated. As a minimum, information will be checked annually and updated as required. When notified that CONFERENCE HOTEL information has changed, Lead MAJCOM must submit the change to ACC/A3TV within 48 hours.

7.2. Units that experience problems with CONFERENCE HOTEL procedures will report problems through stan/eval channels to their MAJCOM stan/eval function. The MAJCOM stan/eval function will ensure the Lead MAJCOM is informed so that CONFERENCE HOTEL information can be updated.

7.3. If units discover updated CONFERENCE HOTEL contact information different from the information in this guidance, they will immediately verify the corrected information and forward it via email through NAF/MAJCOM stan/eval channels to ACC/A3TV (no AF Form 847 required).

7.4. **(Added-35FW)** . For making an actual “Conference Hotel” call, SOFs will use the SOF line (DSN 315-226-3587) and call DSN 94-312-940-1284. If unable to get direct DSN access, SOFs will direct Wing Command Post (DSN 315-226-9899) to contact the Lockheed Fort Worth Company using the DSN number or backup commercial number (817) 935-5011. For practice/simulated “Conference Hotel” calls, contact the Lockheed Fort Worth Company plant operator using commercial number (817) 777-2000.

8. Unit Supplement. Each unit will provide a supplement to this instruction that, at a minimum, includes the following items:

8.1. Unit organization with a designated OPR of the Operations Supervision program (para. 6.9.1.).

8.2. Alternate SOF locations and specific equipment requirements as well as the extent of the unit operations complex for determining Ops Sup duty location. (para. 6.3. and Table 1, Note 1 & 3).

8.3. Supervision requirements and duty locations when an FCF is airborne (para 3.2., Note 1).

8.4. Building and maintenance of a SOF Read File.

8.5. Local procedures and checklists for SOFs (reference [Attachment 2](#)) to include format and content of the daily log (para. 4.3.10.) as well as medium (i.e. electronic, hardcopy, or combination) for the SOF library (para. 6.4.6.).

8.6. Procedures for how deployed units will integrate into host unit operations supervision structure.

8.7. Procedures (pager, phone, radio, etc.) for base C2 personnel to contact unit supervision during flying operations.

8.8. Local CONFERENCE HOTEL procedures.

8.9. Procedures for documenting and correcting Operations Supervision program and equipment deficiencies.

8.10. Ops Sup/Top 3 qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any).

8.10.1. At a minimum, Ops Sup/Top 3 upgrade will consist of at least one supervised tour with an experience Ops Sup/Top 3 with a review of applicable AF, HHQ, and local published guidance relating to the daily operations and supervision of squadron aircraft.

8.10.2. Documentation for the Ops Sup/Top 3 upgrade is at the discretion of the unit, but will include, as a minimum, proof of training completion that is stored in the individual's training folder (as applicable).

8.11. **ANG/AFRC:** Determination of who (other than the WG/CC or OG/CC), can cancel flying.

8.12. **ANG/AFRC:** Designate both the primary and alternate SOF duty locations (para. 6.3.2.).

8.13. **ANG/AFRC:** Establish procedures for other highly qualified individuals to assist with SOF and Ops Sup/Top 3 duties and responsibilities if required during times when one supervisor is covering both SOF and Ops Sup/Top 3 positions.

9. Special provisions for ANG/AFRC and smaller than wing-sized units (e. g. GSUs).

9.1. If a unit operates from a location with another organization (i.e., tenant unit), integration into host unit supervisory program should be attempted if operations are compatible. These procedures will be implemented through LOAs/MOAs.

9.2. At the discretion of the OG/CC (or equivalent), more than one supervisory position may be covered by a single supervisor. The responsibilities of the SOF position take priority over all other duties and a single Ops Sup will be SOF certified.

9.3. AFGSC helicopter units and missile wings are considered smaller than wing-sized units.

10. Waivers.

10.1. Unless otherwise stated, the OG/CC is the waiver authority for this instruction.

10.2. Waivers may be issued for a maximum of 1 year or until this instruction is superseded or a change is posted that affects the paragraph(s) being waived, whichever occurs first. If

annual waivers are issued they must be reviewed semi-annually (in connection with the semi-annual SOF CT meeting preparation) to ensure their individual validity.

10.3. Forward a copy of any waivers through local stan/eval channels to the MAJCOM Stan Eval function who will then forward a copy to the OPR for this instruction. **ANG/AFRC:** forward a copy to the Numbered Air Force /A3 with oversight responsibility. ACC-gained ANG units will forward a copy to ACC/A3G.

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

(35FW)

STEPHEN C. WILLIAMS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-4, *Aviation Service*, 01 Sep 2004

AFI 11-202 Volume 3, *General Flight Rules*, 22 Oct 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 11-2MDS Volume 1, *MDS-specific Aircrew Training*

AF RDS on the AF Portal at the AFRIMS link, <https://www.my.af.mil/gcss-af61a/afrims/afrims/>

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

A/C—Aircraft

ACC—Air Combat Command

AETC—Air Education Training Command

AFB—Air Force Base

AFGSC—Air Force Global Strike Command

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

ALC—Air Logistics Center

AMC—Air Mobility Command

ANG—Air National Guard

AOO—Air operations officer

ARMS—Aviation Resource Management System

ATC—Air traffic control

BMC—Basic Mission Capable

CMR—Combat Mission Ready

CT—Continuation training

C2—Command and Control

DNIF—Duty not involving flying
DSN—Defense switching network
FCF—Functional check flight
FM—Frequency modulation
FOUO—For Official Use Only
HF—High frequency
IAW—In accordance with
IFE—In-flight emergency
LM—Lockheed Martin
LOA—Letter of agreement
MAF—Mobility Air Forces
MAJCOM—Major command
MDS—Mission design series
MOA—Memorandum of agreement
N/A—Not applicable
N/R—Not required
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
OC-ALC—Oklahoma City Air Logistics Center
OO-ALC—Ogden Air Logistics Center
OG/CC—Operations group commander
OPR—Office of primary responsibility
Ops Sup—Operations supervisor
OSA—Operational Support Airlift
PACAF—Pacific Air Forces
PL—Precautionary Landing
POC—Point of contact
RAMC—Reliability and Maintainability Center
RDS—Records Disposition Schedule
RMU—Runway monitoring unit
RSU—Runway supervisory unit
SARM—Squadron Aviation Resource Management

SFA—Single frequency approach

SOF—Supervisor of flying

SQ/CC—Squadron Commander

TACC—Tanker Airlift Control Center

TO—Technical Order

Top 3—Another term for Operations Supervisor

UAS—Unmanned Air System

UHF—Ultra high frequency

USAF—United States Air Force

USAFE—United States Air Force in Europe

VHF—Very high frequency

WG—Wing

WG/CC—Wing commander

WR-ALC—Warner Robins Air Logistics Center

Attachment 1 (35FW)**GLOSSARY FOR REFERENCE AND SUPPORTING INFORMATION*****References***

AFI 11-418, *Operations Supervision*, 15 September 2011

AFI 11-2F-16V3, *F-16 Operations Procedures*, 18 Feb 2010

35 FWI 13-201, *Air Traffic Control & Airfield Operations*, 9 May 2007

35 FWI 13-203, *Range Operations and Maintenance*, 15 Sep 2011

35 FWI 91-203, *Bird Aircraft Strike Hazard (BASH) Program*, 9 Sep 2011

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 Mar 2013

Prescribed Forms

No forms prescribed.

Adopted Forms

(Added) AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 1 Apr 2010

Attachment 2**SOF PROCEDURAL/EMERGENCY CHECKLIST**

A2.1. Procedural Checklist. The SOF will have available a procedural checklist that includes detailed instructions for the following (if applicable):

Table A2.1. SOF Procedural/Emergency Checklist.

Item Number	Item
1	Opening
2	SOF changeover
3	Closing
4	OG/CC notification
5	Aircraft emergency
6	Barrier engagement
7	Emergency divert
8	Weather recall
9	Change of runway
10	Runway closure
11	Anti-hijack
12	Communications search
13	Aircraft dispersal
14	Controlled bailout

15	Hung ordnance
16	Bird condition
17	Controlled jettison
18	Hydrazine spill/exposure
19	Hot brakes
20	Suspected Lasing Incident
21	Aircraft crash
22	Alert force exercise/scramble (if applicable)
23	Contractor/depot emergency telephone numbers
24	Telephone numbers for applicable regional SOFs
25	Telephone numbers for local Federal Aviation Administration (FAA) flight service (if OCONUS, numbers for the associated Host Nation ATC facility), local terminal radar facility, and other local control towers and/or radar facilities that could potentially be used as alternate airfields

Attachment 3**SUPERVISOR OF FLYING CHECKLIST GUIDE**

A3.1. Normal Procedures. Note: This checklist is an example of a normal checklist. Actual local checklist contents are at the discretion of the OG/CC.

A3.1.1. Report to duty location 30 minutes prior to first scheduled takeoff.

A3.1.2. Review and sign off Flight Crew Information File/SOF read file.

A3.1.3. Review daily flying schedule.

A3.1.4. Ensure all ramps, taxiways, runways and appropriate areas are inspected before the first flight of the day (visual inspection by the SOF is not required if airfield management has performed the inspection).

A3.1.5. Inspect SOF kit and equipment for currency/operation.

A3.1.6. Obtain current information on:

A3.1.6.1. Weather:

A3.1.6.1.1. Local

A3.1.6.1.2. Divert bases

A3.1.6.1.3. Operating areas and ranges

A3.1.6.1.4. Low-level routes

A3.1.6.2. Airfield Status (Local and Divert Bases):

A3.1.6.2.1. Active runway

A3.1.6.2.2. Barriers

A3.1.6.2.3. Runway condition reading

A3.1.6.2.4. Notices to Airman

A3.1.6.2.5. Navigational aids

A3.1.6.2.6. Airfield lighting

A3.1.6.2.7. Bird activity

A3.1.6.2.8. Emergency response vehicle status

A3.1.7. Brief the OG/CC or his designated representative on the airfield status, weather conditions, divert bases, unusual events and the daily flying schedule.

Attachment 4

CONFERENCE HOTEL PROCEDURES

A4.1. CONFERENCE HOTEL Procedures. CONFERENCE HOTEL procedures have been established so expert technical advice is available to an aircrew, SOF or other supervisor to assist in the recovery of a serious in-flight emergency. These procedures can put the OG/CC, SOF or Ops Sup/Top 3 directly in contact with a representative from the Air Logistics Center (ALC), the Wright Patterson Program Office, or the contractor.

A4.2. Emergency Assistance Numbers. The following contractor, Program Office or ALC numbers provide a link to the most knowledgeable maintenance and engineering personnel for each weapons system. Once the terms "placing a CONFERENCE HOTEL call" are expressed, the person receiving the call will put the flying supervisor in contact with the appropriate experts.

A4.3. Call Initiation. To initiate CONFERENCE HOTEL, contact the appropriate facility IAW [A4.1](#) and provide the following information:

A4.3.1. Indicate you are initiating a (simulated or actual) CONFERENCE HOTEL call for an in-flight emergency.

A4.3.2. Caller's name and telephone number/base.

A4.3.3. Type aircraft.

A4.3.4. Nature of problem. In all cases, stress to the person(s) contacted that the problem involves an AIRBORNE EMERGENCY and technical assistance is required.

A4.4. Air Logistics Centers and Their Locations:

A4.4.1. OC-ALC --Oklahoma City, OK (Tinker AFB)

A4.4.2. OO-ALC --Ogden, UT (Hill AFB)

A4.4.3. WR-ALC --Warner Robins, GA (Robins AFB)

A4.5. Specific Aircraft Paragraphs. See [Table A4.1](#) for MDS-specific CONFERENCE HOTEL reference paragraphs.

Table A4.1. MDS-Specific CONFERENCE HOTEL Reference Paragraphs.

MDS	Para	MDS	Para	MDS	Para
A/OA-10	A4.2.	C-20/C-37	A4.12.	10KC-135	A4.21.
B-1	A4.3.	CV-22	A4.13.	MQ-1/ MQ-9	A4.22.
B-2	A4.4.	E-3 / E-4 / E-8	A4.14.	R/O/W/T/ C-135	A4.23.
B-52	A4.5.	F/QF-4 (all variants)	A4.15.	RQ-4	A4.24.
C-5	A4.6.	F-15 (all variants)	A4.16.	RQ-170	A4.25.
C-9	A4.7.	F-16 (all variants)	A4.17.	T-1	A4.26.
C-12	A4.8.	F-22A	A4.18.	T-6	A4.27.
C-17	A4.9.	F-35	A4.18.	T/ AT-38	A4.28.
C-21	A4.10.	Helicopters	A4.19.	U-2	A4.29.
C-130 (all variants)	A4.11.	KC-	A4.20.	RC-26	A4.30.

Table A4.2. A/OA-10:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE A-10 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	Brett Hamblin Guy Thatcher Bob Anderson
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to A-10 CONFERENCE HOTEL POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 Comm: (801) 777-3007	

Table A4.3. B-1:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing Reliability and Maintainability Center (RAMC)	(800) 596-2951	Wilson Scott
NON-DUTY HOURS:	Call Tinker RAMC	Comm: (405) 610-3428	

Table A4.4. B-2:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call B-2 Support Center	DSN: 272-7300 Comm: Pri (661) 272-7300 Alt (661) 272-7999 Alt (661) 272-7693	Jim Koharik

Table A4.5. B-52:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 or Comm: (206) 655-9200 or DSN: 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.6. C-5:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin	DSN: 625-9001 or Comm: (770) 494-1705 Comm: (770) 494-3244	David Ables
	Call WR-ALC	DSN: 472-1207 or Comm (478) 222-1207 (478) 318-6303	Russ Alford
NON- DUTY HOURS:	Contact WR-ALC Command Post and ask for home phone number for above personnel. WR-ALC Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15. Comm: (478) 327-2612 13/14/15	

Table A4.7. C-9:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Boeing	DSN: 576-6282 or Comm: (618) 256-6282 Comm: (618) 420-2205 (cell – after hours)	Dave Williams
DUTY HOURS:	Call OC-ALC/LKRE	DSN: 336-5384 or Comm: (405) 736-5384	Tony Sitler (Lead C-9 Engineer)
NON- DUTY HOURS	Call TINKER Command Post, and ask for home phone numbers for above personnel. Tinker Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.8. C-12:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Vertex Aerospace, Madison, MS	Comm: (601) 607-6231 or (601) 607-6345	Ron Paschal Mark Billings
NON-DUTY HOURS	Call Vertex Aerospace, Madison, MS and ask for a phone patch to the POC's home.	Comm: (601) 856-2274 Comm: (601) 672-1171 (cell) or (601) 672-1169(cell)	Office Ron Paschal Mark Billings

Table A4.9. C-17:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing	Comm: 562-384-3800	Mike Maidland
24 HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.10. C-21:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OC-ALC/GKSS	DSN: 336-3322 or Comm: (405) 736-3322	Bob Douglas (C-21 Lead Engineer)
NON-DUTY HOURS	Call Tinker Command Post, and ask for the C-21 Program Manager. Tinker Command Post will maintain a current listing of home telephone numbers for POCs	DSN: 339-2171 or Comm: (405) 739-2171	

Table A4.11. C-130 Variants (All variants).

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Lockheed Martin Technical Representative:	DSN: 625-9001 or Comm: (770) 494-1705	Steve Horbath Mark Neas Wayne Roberts
NON- DUTY HOURS:	Call Robins Command Post and ask for home phone numbers for above personnel. Robins Command Post will maintain a current listing of home telephone numbers for POCs.	DSN: 497-2612/13/14/15 or Comm: (478) 327-2612 /13/14/15	

Table A4.12. C-20/C-37:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Gulfstream Aerospace Corporation	1-800-810-4853 Press 0 for emergency	

Table A4.13. CV-22.

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Contact POCs at Patuxent River Naval Air Station MD CONTACT POCs (V-22 Fleet Support Team (FST) at NADEP Cherry Point NC	Comm: (850) 881-3105/4474	Mark Whittle (lead FST) Bruce Ammons (deputy FST) Eric Braganca
NON-DUTY HOURS		Comm: (252)-349-2107/2112 (Cell)	Mark Whittle (lead FST) Bruce Ammons (deputy FST)

Table A4.14. E-3 / E-4 / E-8:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	206-544-7555	

Table A4.15. F/QF-4:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE F/QF-4 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON-DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to F/QF-4 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for listed POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Brett Hamblin

Table A4.16. F-15 (all Variants):

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Boeing in St Louis directly on the dedicated CONFERENCE HOTEL numbers. Once connected with the Boeing operator, state: "THIS IS A CONFERENCE HOTEL CALL FOR THE F-15"	(866) 543-5444 toll free or Comm: (314) 232-9999	

Table A4.17. F-16 (All Variants).

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	(Actual emergencies only): Call Lockheed Martin Aeronautics Company	DSN: 940-1284 or Comm: (817) 935-5011	Ken Worell Davey Thorn
NON-DUTY HOURS:	Ask Lockheed Martin Aeronautics Company to patch through to POC home telephone numbers. Lockheed Fort Worth Company will maintain a current listing of home telephone numbers for below POCs.	DSN: 9401284 or Comm: (817) 935-5011 and Ask to be patched through to the F-16 POC.	Steve Jennings David Vandercook

Table A4.18. F-22A and F-35.

F-22A			
TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Primary: Call Lockheed Martin (LM) Aero Marietta Company Security: State: "THIS IS A CONFERENCE HOTEL CALL."	DSN: 625-9001 or Comm: (770) 494-1705 (M-F, 0600-1945 US Central Time)	Tony Keith Don Massett Bret Luedke Al Norman
F-35			
TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Lockheed F-35 ALGS Operations Center. Once connected with the center state: "THIS IS A CONFERENCE HOTEL CALL FOR THE F-35."	888-433-5677	Buran (All) Bosley (All) Schulten (F-35A) VanHouten (F-35B/C)

Table A4.19. Helicopters:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call WR-ALC GRUB.	DSN: 468-2372	5Rotary Wing Branch
		DSN: 468-7500	Joseph Jones (Engineering)

Table A4.20. KC-10:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Boeing Operations Center	Comm: (206) 544-7500	
	Call 544 th ACSS	Comm: (405) 414-7726 (405) 736-4978 (405) 736-4980 (405) 520-3735	
NON-DUTY HOURS:	Call Tinker Command Post (ask for KC-10 Program manager)	DSN: 339-2171 Comm: (405) 739-2171	

Table A4.21. KC-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY and request connection with above numbers.	DSN: 743-5687 Comm: (206) 655-9200 or 1-800-721-0422	Bob Snellenberg
	Routine, non-emergency assistance, call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson
DUTY HOURS	Call OC-ALC/GKC	DSN: 336-7755 or Comm: (405) 736-7755	
NON- DUTY HOURS	Call 24/7 Message Center	Comm: (405) 200-3826	Bob Nelson

Table A4.22. MQ-1 / MQ-9.

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call ASC/WII Det 3, San Diego, CA. Ask for a POC	Comm: 858-705-2254 858-774-5980	Primary: Maj Bill Harvey Alternate: Mr. Thomas Kirkman Lt Col Power

Table A4.23. R/O/W/T/C-135:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Boeing IN-FLIGHT EMERGENCY	1-800-721-0422 Comm: (206) 655-9200 or DSN 743-5687	Bob Snellenberg
	Routine, non-emergency assistance, call	Comm: (316) 977-0183	

Table A4.24. RQ-4:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS:	Call Northrop Grumman React Center	Comm: (858) 618-4444	

Table A4.25. RQ-170:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS	Call Lockheed Martin	Comm: (661) 572-3410 Comm: (661) 572-7329	Eddie Cabrera Jim Stolting Larry Pellett
NON- DUTY HOURS	Call Lockheed Martin	Comm: (661) 245-1984 Comm: 661-400-2021/5213 Pager: 800-206-0525 Pager: 888 449-5478 Pager: 888-689-1044	Eddie Cabrera Jim Stolting Larry Pellett

Table A4.26. T-1:

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call Hawker Beechcraft	Comm: (316) 243-8694 or (316) 712-8106	
	Call 545 ACSS and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-1 AIRCRAFT."	Comm: (405) 590-4541	

Table A4.27. T-6.

TIME	PROCEDURE	CONTACT	POCs:
24 HOURS	Call HQ AFMC Command Center and state: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-6 AIRCRAFT."	DSN: 787-6314 Comm: (937) 257-6314	

Table A4.28. T/AT-38:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call OO-ALC State: "THIS IS A CONFERENCE HOTEL CALL FOR THE T-38 AIRCRAFT."	DSN: 777-6056 DSN: 586-3265 DSN: 586-3352	
NON- DUTY HOURS:	Call Hill AFB Command Post, ask for a phone patch to T-38 Conference Hotel POCs. Hill Command Post will maintain a current listing of home telephone numbers for below POCs.	DSN: 777-3007 or Comm: (801) 777-3007	Grant Herring Eric Flygare Brett Hamblin

Table A4.29. U-2:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call Lockheed Technical Representative	DSN: 368-9186 or Comm (530) 788-0281	Kurt Conklin
	Call General Electric Technical Representative	DSN: 368-3913 or Comm: (530) 634-3913	Neil Kessler
NON-DUTY HOURS:	Primary: Call the Maintenance Operations Center and ask for one of the POCs listed.	DSN: 364-5750 or Comm: (530) 634-5750 or Comm: (530) 788-0281	

Table A4.30. RC-26:

TIME	PROCEDURE	CONTACT	POCs:
DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 820-8663 or Comm: (210) 824-9421 Ext 7663	
NON-DUTY HOURS:	Call M-7 Aerospace	Comm: (210) 824-9421 Ext 7294	

Attachment 5 (Added-35FW)

35 FW TOP 3 UPGRADE PROGRAM

Figure A5.1. 35 FW Top 3 Upgrade Program

Rank/Name: _____ Squadron: _____ Date: _____

Total Time: _____ F-16 Time: _____ (FE/IP/FL)

Previous TOP 3 (A/C & Base): _____

Flight Commander/Date_____
Operations Officer/Date_____
Squadron Commander/DateEntry Approved/Disapproved: _____
Commander, 35th Operations Group/DateTraining Program

Event	INIT/Date
Self Study	
AFI 11-418 & 35 FW Sup	
AFI 11-202V3 & PACAF Sup, <i>General Flight Rules</i>	
35 FWI 13-201, <i>Air Traffic Control and Airfield Operations</i>	
35 FW Snow & Ice Removal Plan	
AFI 11-202V2 & 35 FW Sup, <i>Aircrew Standardization/ Evaluation Program</i>	
Supervised TOP 3 Tours (Any Order, Second Tour Act as Top 3, Only one required if previously qualified Top 3)	
Opening Tour	
Schedule Change Procedures	
Flight Management Responsibilities	
Go/No-Go Procedures	
Closing Tour	

35 OG/CC Interview: _____ is authorized to perform Top 3 duties.

Commander, 35th Operations Group/Date

Attachment 6 (Added-35FW)

SQUADRON OPERATIONS DAILY REPORT

A6.1. (35FW) Located on 35 OG/OGV
<https://misawa.eim.pacaf.af.mil/sites/OGV/default.aspx>

Sharepoint:

Attachment 7 (Added-35FW)**SUPERVISOR OF FLYING DAILY REPORT**

A7.1. (35FW) Located on 35 OG/OGV Sharepoint:
<https://misawa.eim.pacaf.af.mil/sites/OGV/default.aspx>

Attachment 8 (Added-35FW)

SUPERVISOR OF FLYING CHECKLIST

A8.1. (35FW) Located on 35 OG/OGV
<https://misawa.eim.pacaf.af.mil/sites/OGV/default.aspx>

Sharepoint:

Attachment 9 (Added-35FW)
35 FW SOF UPGRADE PROGRAM

Figure A9.1. 35 FW SOF Upgrade Program

Rank/Name: _____	Squadron: _____	Date: _____
Total Time: _____ F-16 Time: _____ (FE/IP/FL) Previous SOF (Aircraft & Base): _____		
Flight Commander/Date _____	Operations Officer/Date _____	Squadron Commander/Date _____
Entry Approved / Disapproved: _____ <div style="text-align: center;"> </div> Commander, 35th Operations Group/Date _____		

Training Program	
Event	INIT/Date
Self Study	
AFI 11-418 & 35 FW Sup	
AFI 11-202V3 & PACAF Sup, <i>General Flight Rules</i>	
AFI 11-2F-16V3 & 35 FW Sup (local Chapter 8)	
35 FWI 13-201, <i>Air Traffic Control and Airfield Operations</i>	
AFI 13-212/35 FW Sup (35 FWI 13-203), <i>Range Operations and Maintenance</i>	
Bash Plan 91-202	
35 FW Snow & Ice Removal Plan	
SOF Read File (First SOF Tour)	
35 FW SOF Quick Reference Checklist (First SOF Tour)	
Tour/Briefing	
Weather Facilities (226-3196)	
Airfield Operations (226-3661)	
RAPCON (ATC Liaison (226-3077))	
Tower Facilities (First SOF Tour)	
Command Post (226-9899)	
Crash/Fire/Rescue Operations (226-3006)	
Briefing	
Explosive Ordnance Disposal (226-3956)	
BASH PLAN (Wing Safety, 226-3463)	
Obtain/Complete	
AF Form 483, Flight Line Drivers License (Squadron VCNCO)	
SOF Test (Open Book) (35 OG/OGV, 226-1701)	
Supervised SOF Tours (Any Order, Second Tour Act as SOF, 4 Hours Total Required, Only one SOF tour required if previously qualified SOF)	
Opening Tour (2 hrs)	
Closing Tour (2 hrs)	
Accomplish all items in the SOF Checkout Checklist in the SOF Checklist	

35 OG/CC Interview: _____ is authorized to perform SOF duties.

Commander, 35th Operations Group/Date